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SOUTH CAROLINA GUIDE AND MINIMUM SPECIFICATIONS FOR MOBILE CLASSROOM UNITS.

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THIS GUIDE OF REQUIRED AND RECOMMENDED STANDARDS FOR MOBILE CLASSROOM UNITS IS INTENDED TO--(1) PROVIDE A GUIDE TO LOCAL SCHOOL AUTHORITIES TO ASSIST THEM IN DETERMINING THE FEASIBILITY OF MOBILE UNITS, (2) SET MINIMUM SAFETY AND UTILITY REQUIREMENTS FOR MOBILE UNITS, (3) ASSURE LOCAL SCHOOL AUTHORITIES OF A MOBILE UNIT MEETING THE ABOVE REQUIREMENTS AND AT THE SAME TIME GIVE THEM A FREEDOM OF SELECTION, AND (4) SET FORTH CERTAIN MINIMUM MANDATORY REQUIREMENTS THAT MUST BE COMPLIED WITH BY ANY MANUFACTURER, VENDOR, OR CONTRACTOR. PROCEDURAL AREAS INCLUDE--(1) COMPLIANCE, (2) DEFINITION OF MOBILITY, (3) DATA FOR LOCAL SCHOOL AUTHORITIES UPON DELIVERY, (4) PERMANENT DATA PLATE, (5) BOND AND CONTRACT REQUIREMENTS, (6) DESIGN DATA, SAMPLES, BROCHURES, ETC., AND (7) APPROVED MANUFACTURERS. DESIGN AREAS ARE MENTIONED AS--(1) DIMENSION REQUIREMENTS, (2) STRUCTURAL DESIGN, (3) CONSTRUCTION MATERIALS, (4) WINDOW AND SHADES, (5) DOORS, (6) STEPS AND LANDINGS, (7) TEACHING AIDS AND STORAGE FACILITIES, (8) INTERIOR FINISHES, (9) MECHANICAL SYSTEMS, AND (10) SITE LOCATION. (MM)

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OFFICE OF EDUCATION

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SOUTH CAROLINA GUIDE AND MINIMUM SPECIFICATIONS

For

MOBILE CLASSROOM UNITS

Prepared and Distributed

by

Office of Schoolhouse Planning

State Educational Finance Commission

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1. PURPOSE AND COMPLIANCE

A. To provide a guide to local school authorities to assist them in determining the feasibility of mobile units for their school needs.

B. To set minimum safety and utility requirements for mobile units regardless of the manufacturer, vendor and/or contractor.

C. To assure the local school authorities of a mobile unit meeting the above mentioned requirements and at the same time give them the freedom of selection as to the particular make and model of mobile unit they desire to place under contract, after considering competitive quotations or bids.

D. Set forth certain minimum mandatory requirements that must be complied with by any manufacturer, vendor and/or contractor supplying a mobile unit for use in the Public School System of the State of South Carolina.

E. All unit manufacturers, vendors and/or contractors must obtain written approval of their product prior to entering a contract with any school authorities for sale or erection of any mobile or portable units. This requirement must be complied with regardless of the source of funds to be used by the school authorities to meet the financial terms of any proposed contract. Approval must be granted for each individual contract (blanket approval will not be granted under any circumstances). Request for approval shall be submitted in writing to the Office of Schoolhouse Planning of the State Educational Finance Commission. At time of request for approval, plans, specifications, and other pertinent data should be submitted for use of this office. Such submitted material will be considered before a decision is reached as to the acceptability of the product.

2. MOBILITY

A. To be considered a portable or mobile unit the largest component must be of such construction as to permit highway travel and require a minimum of "on site" work before the unit may be used for intended school purposes.

B. A minimum of dismantling work and replacement of parts or components should be required to prepare an "in place" unit for relocation to another school site.

NOTE:

Some or all manufacturers can supply a unit mounted on a steel frame or chassis. Usually these frames have removable wheels, axles, and towing bars. This arrangement makes relocation to another site considerably easier and more economical. It is suggested that contracting school authorities investigate the added cost of this feature and inquire of the manufacturer the complete operational procedures, etc., if the unit is equipped with the steel frame.

C. The South Carolina State Highway Department <u>will not</u> issue a permit for highway travel for any unit or component exceeding 12 feet in width (including eaves or other appurtenances such as temporary travel braces, etc.) nor over 70 feet in length (including the towing unit).

3. DATA FOR LOCAL SCHOOL AUTHORITIES UPON DELIVERY

A. At time of erection of a mobile unit the school official charged with custody of the unit <u>must be</u> furnished a set of plans and specifications. These should clearly delineate procedure to be followed in preparing the unit for highway travel and subsequent "set-up" at a new school site.

B. The conditions of A (set forth in preceeding paragraph) must be met for each unit that can be relocated and utilized as a separate school facility.

4. PERMANENT DATA PLATE

A. Manufacturer to affix metal data plate by means of rivets or otherwise to each classroom or library unit.

B. Following shall be indented on plate by means of stamping.
   1. Name and address of manufacturer.
   2. Model number
   3. Month and year of manufacture
   4. Floor Live Load (40 psf for classroom use; 125 psf for library use)
   5. Certification that unit meets structural design loads of the Southern Standard Building Code - Coastal Region (latest edition). (Coastal Region <u>required regardless of location</u> of site in State of South Carolina.)

5. DIMENSION REQUIREMENTS

A. The following dimensions must equal or exceed the minimums shown:
   1. Floor to ceiling - 8'-0"
   2. Clear interior width - 20 feet
   3. Clear instructional area - 640 square feet exclusive of storage, toilets, etc.

6. STRUCTURAL DESIGN

A. Southern Standard Building Code - Coastal Region (latest edition)
   1. All units for use in State of South Carolina to meet code for Coastal Region regardless of site location.
   2. Foundation as well as structure to meet code.
      (a) Footings to be "poured in place" concrete and piers to be of concrete and/or masonry construction, reinforced as required. Slab on grade construction will not be allowed.
      (b) Anchor bolts to be used to resist uplift.

B. Copies of Southern Standard Building Code may be purchased from the Southern Building Code Congress, 1116 Brown-Marx Building, Birmingham, Alabama.

C. Floor Loads (Live) required by State of South Carolina
   1. 40 pounds per square foot required for classroom use.
   2. 125 pounds per square foot required for library use.

D. Certification of Design
   1. To be approved by the Office of Schoolhouse Planning of the State Educational Finance Commission, certification by a registered professional structural engineer will be required. Engineer to certify that design criteria of applicable code is complied with or exceeded. Certifying engineer to be registered in State of South Carolina.

7. CONSTRUCTION MATERIALS AND STANDARDS

A. Required
   1. Exterior of outside walls to be .019 aluminum bonded to ¼ inch exterior grade plywood or equal for strength.
   2. Interior surface of walls, except otherwise denoted, to be of prefinished plywood, hardboard or other rigid material to resist warping or deflection.

Finish to be as delineated in section entitled "Interior Finish".

3. Walls and floors of toilet rooms and also surfaces within 5 feet of lavatories to be impervious materials (water and acid resisting).
4. Floors, wall and roof construction to afford a maximum heat transmission (U factor) of 0.10 exclusive of glass area. Suitable vapor barrier is to be incorporated.
5. Wood, when used for framing or structural purposes, shall be pressure treated by Wolmanize or equal process.
6. When two or more sections are joined together on the site rigid connections must be made and weather tight joints provided. Use of non-rigid materials not acceptable for weather closure. Taped joints by use of plastic or similar material <u>will not be accepted</u>.
7. Unlike metals (example: aluminum and steel) must be adequately separated by means of waterproof material to prevent electrolysis. Nails, screws and other fastening devices must be of proper type and material to prevent electrolysis.
8. Floor covering, unless specifically denoted elsewhere, to be 1/8 inch thickness and of vinyl asbestos or vinyl material. Covering may be in 9 x 9 inch tiles or yard goods. Cushion backed carpet may be used provided type, fire resistance, and manufacturer is approved by the Office of Schoolhouse Planning of the State Educational Finance Commission.
9. Roof covering shall be 30 guage, galvanized steel or equal <u>applied in one piece</u> and no fastenings are permitted to be applied through the flat topside of the metal. Paint roof with a good grade of aluminized roof coating.
10. A rigid metal skirt, including backing if needed for rigidity, extending from floor level to the ground shall be installed after unit is located on the foundation. Skirt shall have a minimum of 4 screened vents 8" x 16" and the skirt shall be detachable for future highway travel. Masonry closure between unit and ground <u>will not</u> be accepted, Provide a 24" x 18" access panel to crawl space for access to plumbing, etc..

B. Recommended

1. Exterior finishes, fabrication processes, insulation materials, etc., be of good quality and consistent with each unit manufacturer's standards - as long

as specific specifications and codes are complied with as contained in this booklet.

8. WINDOWS AND SHADES

A. Required
   1. Area of one wall to have a minimum of 16% of that area composed of operatable windows or jalousies.
   2. Wall opposite the wall area described in item No. 1 above to be provided with minimum of four small ventilator type windows mounted near ceiling.
   3. Except for toilet room and small ventilator type windows all window glazing to be DSB glass unless jalousies used. Note: Glazing strips required. Glazing compound not acceptable.
   4. All units to be weather stripped.
   5. All units to be intermediate grade or better.

B. Window Shades
   1. Furnish for all windows (that are glazed with DSB) venetian blinds, draperies or roll type shades as selected by using school authorities.

9. DOORS

A. Exterior Doors
   1. Provide two doors in each classroom unit.
   2. Each door to be as follows:
      (a) Minimum 3'-0" x 6'-8" x 1 3/4" metal with 6" wide x 2'-6" long view window or with three horizontal lights; glaze with clear wired or safety glass.
      (b) Have heavy duty hardware listed and accessories, etc., shown below:
         (1) Swing to be to exterior
         (2) Piano hinge with nylon cover on exterior.
         (3) Overhead closer (hydraulic)
         (4) Panic hardware
         (5) Weatherstripped, including dust proof metal threshold. (No vinyl strip allowed as integral part of threshold.)

B. Interior Doors
   1. For Toilet Rooms
      (a) Minimum 2'-4" x 6'-8" x 1 3/8"
      (b) Have heavy duty hardware composed of:
         (1) Ball bearing butts - 1 pair
         (2) Overhead closer (hydraulic)

(3) Bath lockset with emergency entry feature.

2. For other use:
   (a) Teachers' storage, etc., must be of durable construction compatible with general construction of unit containing door.
   (b) Equipped with appropriate locksets and hardware.

10. STEPS, LANDING, AND METAL CANOPY

A. At each exterior door
   1. Provide steps and landing two feet wider than door width. Steps and landing to have a handrail on each side of door. Landing to project minimum of 3'-6" from door.
   2. If steps of wood
      (a) Lumber to be pressure treated by Wolmanize or equal process. Field coat two coats oil paint.
   3. Steps to be anchored so displacement from doorway impossible while unit in service.
   4. Provide detachable (for highway travel) metal canopy two feet wider than door - canopy to project 3'-6" from face of wall.

11. TEACHING AIDS

A. Each classroom to contain as a minimum:
   1. Chalkboard with tray-16 linear feet x 4 feet high.
   2. Tackboard - 16 linear feet x 4 feet high.
   3. Six adjustable map rail hooks.

B. Items in A above to be mounted where directed by local school authorities. (Determine this for each unit at time of entering contract.)

12. STORAGE FACILITIES

A. Student coat rack and book shelf
   1. Provide coat hanging space for 30 students.
   2. Preferably open bar type shelf.

B. Teacher's Cabinet
   1. Minimum 3 feet wide, 2 feet deep, 6 feet-8 inches high devided in half vertically, with rod and shelf on one side and adjustable shelving. Provide lock.

C. Storage Cabinet
   1. Minimum 3 feet wide, 1 foot, 4 inches deep, 6 feet, 8 inches high with five adjustable shelves. Provide lock.

13. INTERIOR FINISH

A. Classroom finish to be flat, matte, non-gloss unless noted.
   1. Ceiling to have minimum of 85% reflection. (If accoustical materials used on ceiling minimum of 75% reflection will be accepted.)
   2. Walls to have minimum reflection of 60% to dado or wainscot.
   3. Floor covering must have a 30% reflective factor.

14. ELECTRICAL

A. Entire installation to meet the requirements of the National Electrical Code and the National Electrical Safety Code. Underwriter's Label and National Electrical Manufacturer's Association Labels are required where applicable.

B. Registered professional electrical engineer required to certify that design of electrical system and equipment (including electrical heating and cooling, when used) meets the applicable code. Certifying engineer to be registered in State of South Carolina.

C. For each classroom or library unit:
   1. Minimum of 100 amp panel. Panel to have lock on door. Provide two keys.
   2. Appropriate amperage circuits to heating and/or air conditioning or ventilating equipment.
   3. One duplex 110V outlet to be located on each wall of instructional area.
   4. Provide adequate lighting for storage cabinets, toilet rooms and spaces other than instructional area.
   5. Instructional area to be lighted with fluorescent luminaries complete with louvers, to provide a minimum of 60 foot candles at student desk level.
   6. All wiring to be in E. M. T. or heavier conduit.
   7. Locate main light switches at lock side of exterior doors. (Switches to be silent type.)
   8. Each unit to have a weather-head or underground connectors, securely mounted,ready for on site connection to the permanent power source. Overhead or underground service to be selected by contracting school authorities.
   9. Properly ground electrical system of each unit. This provision will be the responsibility of the supplier or contractor of the mobile unit.

10. When any equipment or loads are rated as 115/230 volts or 120/240 volts, and such equipment is supplied from 120/208 volts, dry type transformers shall be installed to provide the proper voltage. (Local school authorities should discuss this with the local utility company prior to contracting for any mobile units.)
11. See section on Heating, Air Conditioning and Ventilating for requirements of those items.

15. HEATING, AIR CONDITIONING AND VENTILATION

A. Design Conditions

1. Inside temperature to be maintained at the following:
   (a) For heating - a minimum of 72°F when outside temperature is +5°F.
   (b) For cooling - between 75°F and 78°F dry bulb temperature and a relative humidity of between 50 and 55% when outside temperature is 95°F. (See note below.)
   (c) Mechanical ventilation shall be at a minimum rate of 10 CFM outside air for each 21 square feet of instructional floor area. (See note below.)
   (d) Mechanical ventilation must be provided in each toilet room.
   (e) See section on "Required Construction Materials" for "U" factor.

NOTE: 1. Conditions set forth in item number (b) above for cooling are required if unit is mechanically cooled. Local school authorities should specifically require or omit mechanical cooling in terms of the contract as this is an optional item.

2. Conditions set forth in item number (c) above for mechanical ventilation required whether mechanical cooling is included or omitted from contract.

B. Type of Equipment

1. All mechanical equipment to be electrical. Fuel oil, coal or gas not acceptable.
2. All equipment must be contained within the unit and not mounted on concrete pads, etc., on exterior. Equipment to be fully transportable if unit relocated to another site.
3. Heating and cooling may be by use of separate units or by use of combination units.

4. Any units that project through walls must be easily demountable for highway travel.
5. Equipment must be of standard American manufacture.

C. Operation
1. Control of units must be by thermostats appropriately located.
2. Sufficient number of units or duct work must be provided to give uniform air distribution and prevent drafts.
3. Air velocities, fan speeds, motor noises, etc., must be kept to a minimum so as not to interfere with classroom activities.

16. PLUMBING

A. Plumbing facilities will be required within unit:
1. When classroom unit is used by pupils of first four grades.
2. When classroom or library unit is used by pupils of grades five through twelve inclusive when either girls or boys existing rest room facilities are more than 200 feet from classroom unit. The 200 feet to be measured as pupil must walk to existing facilities.

B. When plumbing facilities are required provide the following in each classroom or library unit.
1. For use by grades 1 through 4:
(a) One toilet room with tissue holder and tank type toilet with closed front seat.
(b) In the unit but not to be within the toilet room provide:
1. One mirror (do not mount over lavatory)
2. One paper towel holder
3. One liquid soap dispenser
4. One lavatory complete with goose neck type faucet (spring action) and drinking fountain type (spring action) bubbler.
2. For use by grades 5 through 12:
(a) One toilet room each for boys and girls with:
1. Elongated tank type toilet with open front seat
2. One tissue holder
(b) In the unit but not to be within the toilet rooms provide:
1. One mirror (do not mount over lavatory)
2. One paper towel holder

3. One liquid soap dispenser
4. One lavatory complete with goose neck type faucet (spring action) and drinking fountain type (spring action) bubbler.

(c) Items of (b) above to be semi-private behind privacy wall or suitable screen.

C. Hose Bibs
1. When other plumbing is installed in a unit:
(a) Provide one hose bib on exterior of unit.
1. To be freeze proof
2. To be loose key type

D. Supply and Waste Lines Within Unit
1. All water supply lines to be Type "L" domestic copper.
2. All waste lines to be drainage DWV copper.
3. Lines of 1 and 2 above to be stubbed for easy attachment to main lines at school site. End of lines to be provided with dielectric couplings or unions as manufactured by Epco Sales, or equal.
4. All plumbing lines to be properly protected from freezing by use of adequate insulation.

E. Supply and Waste Lines on Site
1. Water supply to unit site must originate:
(a) At existing school building
(b) Municipal water main
(c) Well system
2. Waste lines must terminate or tie into:
(a) Existing school building sewage line
(b) Septic tank
(c) Treatment plant or lagoon

F. Cut Offs and Clean Outs
1. Provide cut off valve at each toilet, lavatory and bubbler and at entry of supply to each mobile unit.
2. Provide sufficient clean outs in waste system to facilitate cleaning from point of origin to point of termination.

G. Compliance with South Carolina State Board of Health
1. Final approval of plumbing system will be to standards of the South Carolina State Board of Health.

H. Code, Compliance and Certification
1. When plumbing is required, such plumbing within a

unit must meet the requirements of the National Plumbing Code.

2. A mechanical engineer licensed in the State of South Carolina must certify that the conditions of the Plumbing specifications are complied with in full.

17. SITE LOCATION FOR MOBILE UNITS

A. Before approval will be granted for entering a contract for mobile units the Office of Schoolhouse Planning of the State Educational Finance Commission must be furnished the following information along with the formal application.

1. A plan, to scale, showing:
   (a) Boundaries of school property
   (b) Location of existing buildings and structures.
   (c) Location of existing utility lines on or adjacent to school property. This includes septic tanks and tile fields.

   NOTE: Items (a), (b), and (c) probably can be obtained from site plan used for original school construction.

B. Items to be considered by local school authorities in determining use and location of mobile units:

1. Locate unit or units where they will not interfere with future permanent construction if possible.
2. Accessibility to existing rest room and other school facilities. (Might enable omission of plumbing for mobile units.)
3. Accessibility to existing utility lines, drives, bus parking areas and streets.
4. Do not locate mobile units over underground utilities if possible. Location over septic tank or tile field will not be allowed.
5. Drainage of site and grading
   (a) Avoid low spots
   (b) Select site so minimum of grading will be required prior to foundation work.
6. Vehicle maneuvering space must be allowed for installation or future removal of mobile units.
7. Avoid locations near play areas when possible, due to distracting noises.

C. Distance Requirements and Recommendations

1. Required
   (a) Minimum distance between a mobile unit and:
      (1) Any permanent school building or structure shall be 30 feet.

(2) Another mobile unit shall be 30 feet when the main window side wall of each unit faces the main window side wall of the opposite unit.
(3) Another mobile unit shall be 20 feet when the main window side wall of one unit faces the minor window side wall of the opposite unit.
(4) Another mobile unit shall be 10 feet when units are lined in a row end to end.

D. Fire Precautions
1. Location of mobile units and utilities on site may be:
(a) Subject to review and approval of the Office of the Fire Marshall for the State of South Carolina.

18. BOND AND CONTRACT REQUIREMENTS

A. Required Bonds
1. Each formal quotation or bid for furnishing and erecting one or more portable or mobile units shall be accompanied by a 5% bid bond or certified cashier's check. Period of bond to be for thirty days.
2. At time of entering a formal contract the manufacturer, vendor and/or contractor shall furnish the school contracting authorities with a 100% performance and payment bond. Period of bond to be for one year after final acceptance.
3. Bonds required by paragraphs 1 and 2 above shall be issued by a company legally licensed to write such bonds in the State of South Carolina.

B. Work <u>to be required</u> of party contracting with school authorities for furnishing and installing one or more mobile units:
1. Layout location of each unit on the site according to the approved plan.
2. Hand excavation and fine grading for footings.
3. Construction of footings and piers. (A crawl space of 18 inches minimum is required.) Backfill and hand rake area to be covered by unit.
4. Complete installation of each unit on foundation including:
(a) Proper anchorage to foundation
(b) Installation of steps (paint two coats if of wood)

(c) Installation of canopies
(d) Installation of metal skirt

5. Proper stub-off of utility lines so they are easily accessible for permanent tie-in by others.
6. Complete cleaning of interior and exterior of each unit. Clean site area adjacent to unit and leave grounds in neat condition and unit ready for occupancy.

C. Responsibility of Contracting School Authorities
1. Do preliminary clearing and/or machine grading and compact the building area to 95% density prior to arrival of mobile unit contractor.
2. Provide necessary and proper utility lines to tie-in points at each unit and make tie-ins.
3. Forward one copy of the bid bond, performance and payment bond, and contract to the Office of Schoolhouse Planning of the State Educational Finance Commission.

NOTE: Items called for in paragraphs 1 and 2 above may be performed under separate contract or by the local school forces. If desired, they may be incorporated in the contract with the mobile unit contractor; however, if this is done specific details must be included in the terms of the contract.

4. Include dates of commencement and completion of work in contract. Notify the Office of Schoolhouse Planning of the State Educational Finance Commission immediately at time of completion.
5. Include a clause in the contract allowing withholding of 10% of contract amount for a period of thirty days after completion. Withholding of the 10% to be mandatory. Look for deficiencies during this thirty day period and have contractor to correct them prior to final payment.

D. Guarantees and Warranties
1. Party contracting with school authorities shall:
(a) Guarantee all labor, materials, and equipment for a period of one year after final acceptance of units in contract.
(b) Furnish the contracting school authorities:
(1) All guarantees or warranties furnished by the manufacturers of any equipment or components incorporated in the work of the contract.
(2) The standard guarantee or warranty of the manufacturer of the main

structural unit. (Before entering a contract school authorities should consider the terms of the warranty of the unit manufacturer as to time limitations, etc..)

19. DESIGN DATA, SAMPLES, BROCHURES, ETC.

A. The Office of Schoolhouse Planning of the South Carolina Educational Finance Commission
   1. Desires to be furnished:
      (a) Samples of wall panels and special materials.
      (b) Samples or literature fully describing items as chalkboard, tackboards, plumbing fixtures, hardware, etc.
      (c) Any design data, technical material, etc., that the manufacturer desires to submit that will be of use in evaluating the merits of his product.
   2. Desires to render a fair and impartial opinion concerning material submitted for approval The right is reserved to require any information, samples, etc., deemed necessary for use in forming an opinion before a decision is rendered as to the acceptability of a product.
   3. Reserves the right to make specific exceptions to the specifications and requirements contained in this bulletin when such an exception is for the benefit of school authorities. Exceptions will not be made without necessary cause.

20. APPROVED MANUFACTURERS

A. Office of Schoolhouse Planning of the State Educational Finance Commission will:
   1. Upon request, furnish any school authorities the names and addresses of all manufacturers of mobile school units whose unit meets the approval of this office <u>as to basic requirements</u>.
   2. Assist school authorities in planning and contracting for mobile units when requested.

<u>END</u>